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~~March 1979~~

YOUR SUGGESTION AWARDS PROGRAM

During the past five months the Organization has adopted 93 employee suggestions for which the Suggestion Awards Committee has paid awards totaling \$2,355. The individual awards ranged from Letters of Appreciation to \$600. The suggestions described below represent calculated net tangible savings to this Organization of over \$22,888 for the first full year of operation, plus many intangible benefits. In addition to the cash awards, ~~recorded~~, each person received a formal Letter of Commendation, a copy of which went into his Official Personnel Folder.

One suggester, who consistently sends in good ideas, earned \$145 for his proposal to use a cheaper quality of paper for ~~Organization raw~~ intelligence reports, thus achieving tangible savings of \$4,620.

Another person proposed a solution to a technical <sup>communications</sup> problem involving the NEMS 966 Video Patch Cord. Within a six-months period, approximately 50 percent of the Model 966 <sup>cords</sup> had failed, *primarily because of* ~~The most predominant cause for failure was~~ the small area <sup>primary</sup> provided for a hand-hold on the connector when effecting a disconnect. The suggester fabricated a better hand-hold. Although the proposed modification was not considered practical for general use the suggestion caused the manufacturer to modify the design, and to agree to supply to the Organization, free of charge,

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modification kits for each of the connectors purchased. The suggester earned a cash award of \$50 for his contribution.

~~Some suggestions helped to improve techniques and products in our photographic departments.~~

One employee modified the photographic light tables presently used by photo interpreters in the inspection, editing, and evaluation of film transparencies. When a film transparency is moved across a rough or hard surface, long horizontal scratches are <sup>made</sup> ~~embedded~~ into the sensitive film emulsion, resulting in a marked decrease ~~of~~ <sup>in the</sup> subsequent utility of the film. the intelligence value. This suggester in attacking this problem, <sup>the</sup> designed and built a Mylar conveyor belt to rotate around idle rollers. Thus, the film never comes in contact with any <sup>other</sup> object. ~~other than to rest and~~ rides on the belt and This new method of spooling film has reduced the wear and tear of transparencies by 80 percent. <sup>The suggester has received</sup> His suggestion earned him \$600 so far, ~~plus particular~~ <sup>has also gone to</sup> and credit ~~for him and for~~ his two supervisors who were ~~more than~~ active in helping him design and build this device. His patent rights have been established through the Organization's Patent Board and that Board has also applied to the United States Patent Office for a patent for him. It is believed that when the device is marketed, additional awards will be forthcoming through more extended use by other Government agencies and by commercial firms. ~~This suggester and his wife were honored at a ceremony at which he received due acclaim, his check, a letter of commendation and a certificate signed by the Director.~~

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A significant new technique <sup>for</sup> ~~in the current book~~ microfilming and photostating <sup>books</sup> ~~process~~ <sup>the development is the use</sup> was developed by the use of a bookholder with foam rubber padding. In this procedure it is necessary to maintain the copy plane absolutely parallel to the film plane. The ~~use of~~ foam rubber serves as a balancing cushion and automatically brings the tops of the two sections of an open book to the same plane at all times. The person who proposed this received an award of \$150.

One analyst showed a great deal of ingenuity in adapting the use of a 20-power stereoscopic microscope ~~to achieve a new and better photographic interpretation technique~~ to analyze minute objects on aerial photographs. There was <sup>adapted</sup> no stereo-microscope adopted for the photographic stereo viewing on the market. The suggester realized the need for this type of instrument was very pressing, <sup>and</sup> his effort made possible the use of this instrument <sup>about</sup> approximately 18 months <sup>before it was</sup> ~~in advance of a~~ commercially produced product. The Committee voted a \$50 award for this idea.

One person proposed that the <sup>of</sup> negatives inspection light tables ~~located~~ in darkrooms be equipped with a second light (a red safe-light) <sup>for the</sup> ~~He earned \$30 because his idea facilitated his area's large-~~ quantity productions. <sup>which</sup>

Another suggester earned an award of \$40 for his proposal to use a cheaper commercial product <sup>in printing operations</sup> ~~to be used~~ as a fountain etch and as a plate etch. This idea caught fire and additional awards may be forthcoming from its use in other Government agencies.

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Another group of suggestions helped to cut out unnecessary administrative and clerical red tape.

~~One suggester proposed a procedural change to permit a direct referral of a request for reproduced documents (Copy-flo) to the office which housed the machine, rather than to the File Clerk's Office which only served as an intermediary. He thus eliminated double handling of these documents and earned \$75 for himself.~~

The proposal for the discontinuance of date-stamping on certain newly created index cards earned an award of \$30 for the suggester who had observed that this practice had outgrown its usefulness. The savings realized are estimated to be \$330 annual rental for the Pitney-Bowes Tickometer and approximately \$200 a year in salary for the Tickometer operator.

A streamlining of procedures which effected simultaneous distribution of requests for security approvals for one category of personnel has cut down the time lag ~~factor~~ by several weeks and merited an award of \$50.

A short-cut in desensitizing documents bearing a certain communications indicator was devised. The suggester proposed that extra copies of abstracts be furnished ~~and used which~~ to facilitate the desensitizing procedure, ~~by the document holders~~. ~~This revision merited an award of \$35.~~

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~~From~~ <sup>where</sup> increasing (3x5 reference cards <sup>of</sup> files) in the Cable Secretariat posed serious space and maintenance problems, ~~to~~ one suggester <sup>a proposal</sup> who proposed that the information should be transferred to Flexoline Strips. ~~This~~ earned the suggester \$100, ~~and brought worthwhile compliments to his two supervisors who encouraged and helped him put his idea into action.~~

Our continuing interest in improving security prompted ~~some~~ <sup>other</sup> award-winning suggestions.

~~One person pointed out a simple security hazard, long un-~~  
~~noticed on the Credit Union account books. The CIA seal~~ <sup>organization</sup>  
~~appeared on the cover. He earned \$40 for his protective~~  
~~proposal to remove it.~~

~~Each of~~ <sup>three</sup> suggesters proposed that personnel going overseas be provided with a central storage place for the retention of ~~vital~~ vital personal unclassified papers such as wills, marriage certificates, mortgages and insurance policies; and ~~the~~ classified and unclassified papers of a personal or quasi-personal nature which the employee will need to re-establish himself at headquarters. When this idea was adopted the Committee voted an award of \$75 to be shared equally by the three employees.

~~A new method for the storage of furniture in warehouses so~~  
~~as to save considerable floor space earned an employee a \$75 award.~~  
~~The method consists of stacking the furniture on racks and represented~~  
~~a new idea for the Agency.~~

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These practical ideas ~~are within our everyday consciousness.~~  
~~They~~ contribute to the efficiency of our operations and it is hoped  
will stimulate other ~~new and~~ worthwhile suggestions from our readers.

Please remember to advise the Executive Secretary, Suggestion  
Awards Committee, if any of the above suggestions are usable in  
your office.



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*Let's condense some.*  
*CEB*

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